

## Special Districts - Supplemental Information

### Placer County Department of Facility Services Special Districts Division

#### **Annexation Procedure**

After you have discussed the feasibility of annexation with one of the Special Districts' Engineers, the following must be accomplished to annex a property into any of the Sewer Maintenance Districts or Placer County Service Areas:

1. Send a letter to the Placer County Department of Facility Services Special Districts Division, explaining briefly your desire to annex your particular property to the District.
2. Submit with your request a legal metes and bounds description and map of the property prepared by a licensed California Land Surveyor. We suggest your engineer or surveyor contact the Placer County Surveyor for the format required for these documents.
3. Pay the annexation-processing fee of \$450.00.

Your property description and map will be checked by the Placer County Surveying and Mapping Office, and when it is approved, the entire annexation package will be presented to the Placer County Board of Supervisors with a Resolution of Intent to Annex. After the Board approves the Resolution of Intent, they will schedule a public hearing for approval of the annexation, which is usually about one month after the first Board Hearing. You will receive notice of the hearing to approve the annexation and may be present if you wish. Part of your processing fee will go to posting notice on the property and in the newspaper. Note: Annexation into County Service Areas do not require the first public hearing.

Once the hearing is concluded, and if a Resolution of Annexation is passed, you will have ninety (90) days to pay the following fees:

1. An annexation fee based on the current charges in the district or service area.
2. SMD NO. 3 ONLY - A State Board of Equalization filing fee based on their current charges.

After your annexation is complete and paid for, the following additional fees **may be** due prior to the start of construction of the development or before you obtain any building permits:

1. Connection Fee
2. Permit / Inspection Fee
3. User Fee
4. In Lieu Fees and/or Construct Public Sewer
5. Reimbursement Fee